

DEP

Delayed Entry Program

SUCCESS ACCELERATOR



HONOR

COURAGE

COMMITMENT

Welcome to the Navy

We are proud to have you aboard, and we are sure you are excited too, now that you are part of the Navy team.

Your time as a Delayed Entry Program (DEP) Recruit is a great opportunity to learn all you can about the Navy, its traditions and history, and some of the things you will need to know before you enter Boot Camp.

It is important that you keep in close touch with your Navy Recruiter while in DEP status and adhere to the schedule of meetings you have agreed to. Even though you will find a lot of the answers to your questions here in this Guide, your Recruiter is the single best source for information and answers.

And don't forget, if you have friends who will benefit from joining the Navy, make sure they get in touch with your Recruiter. They will benefit from a new world of opportunities, and you could even receive an instant promotion! See page 14 for more information.

Once again, welcome aboard!



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Find out how you can qualify for a promotion
when you complete your DEP standards
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Navy Mission

The mission of the United States Navy is to protect and defend the right of the United States and our allies to move freely on the oceans and to protect our country against her enemies.

The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage and Commitment.

I am committed to excellence and the fair treatment of all.

Anchors Aweigh

[Verse one]

Stand, Navy, out to sea, Fight our battle cry;
We'll never change our course, So vicious foe steer shy-y-y.
Roll out the TNT, Anchors Aweigh. Sail on to victory
And sink their bones to Davy Jones, hooray!

[Verse two]

Anchors Aweigh, my boys, Anchors Aweigh.
Farewell to college joys, we sail at break of day-ay-ay.
Through our last night on shore, drink to the foam,
Until we meet once more. Here's wishing you a happy voyage home.

The DEP Contract

Name: _____

Date: _____

Program: _____

Ship Date: _____

Recruiter's Name: _____

Recruiter's Phone: _____

DEP Recruit's Signature _____

Recruiter's Signature _____

My responsibilities to my Recruiter:

1. Maintain my eligibility for the Navy.
2. Attend and participate in all DEP meetings.
3. Maintain or improve my physical fitness standards.
4. Notify my Recruiter immediately if my eligibility status changes (injuries, traffic tickets, other police involvement, marital status, dependents, educational status, etc.)
5. Complete all courses in a timely manner.
6. Uphold the Naval Tradition of "I can and I will."

My Recruiter's responsibilities to me:

1. Provide Navy training to prepare me for recruit training.
2. Help me to establish personal goals and provide counseling and guidance to help me attain these goals.
3. Instruct me on how to earn automatic advancement.
4. Assist me in completing required military courses.
5. Assist my family during my transition to Navy life.
6. Serve as a role model and shipmate while I am in DEP status.

DEP

Chain of Command

Recruiter in Charge

Recruiter

Recruit Chief
Petty Officer

Assistant Recruit
Chief Petty Officer

Section Leader
(Port / Starboard Watch)

Division Yeoman

Master at Arms

Educational
Petty Officer

Athletic
Petty Officer

Navy Core Values

The U.S. Navy is an elite force of highly trained professionals dedicated to protecting our freedom and ensuring a secure future for America. For more than 200 years, Navy men and women have stood tall for the principles that make America the greatest nation on earth. In the Navy, these unchanging principles — Honor, Courage and Commitment — are known as Core Values. To know, understand and faithfully live by them is the duty of all Navy people.

Honor

"I will bear true faith and allegiance..."

Accordingly, we will:

- Conduct ourselves in the highest ethical manner in all relationships with seniors, peers and subordinates;
- Be honest and truthful in our dealings with each other, and with those outside the Navy;
- Be willing to make honest recommendations and to accept those recommendations from junior personnel;
- Encourage new ideas and deliver the bad news, even when it is unpopular;
- Abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word;
- Fulfill or exceed our legal and ethical responsibilities in our public and personal lives 24 hours a day.

Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our professional and personal behavior. We will be mindful of the privilege we have to serve our fellow Americans.

Courage

"I will support and defend..."

Accordingly, we will:

- Have courage to meet the demands of our profession and the mission when it is hazardous, demanding or otherwise difficult;
- Make decisions in the best interest of the Navy and the nation without regard to personal consequences;
- Meet these challenges while adhering to a higher standard of personal conduct and decency;
- Be loyal to our nation by ensuring the resources entrusted to us are used in an honest, careful and efficient way.

Courage is the value that gives us the moral and mental strength to do what is right even in the face of personal or professional adversity.

Commitment

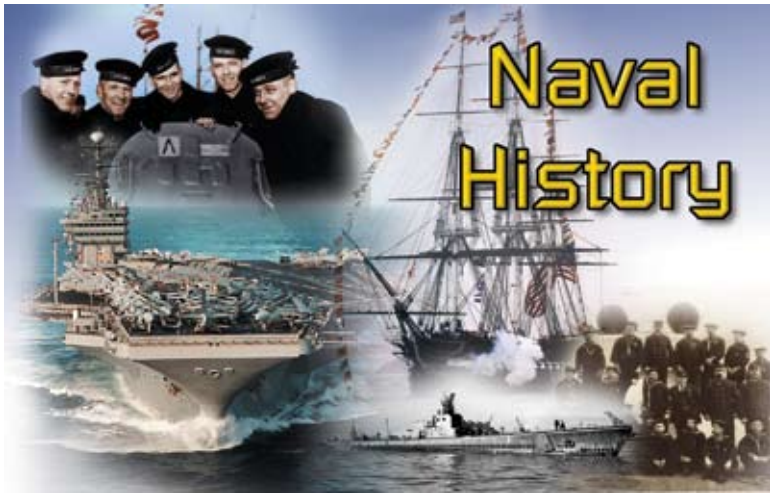
"I will obey the orders..."

Accordingly, we will:

- Demand respect up and down the chain of command;
- Care for the safety, professional, personal and spiritual well-being of our people;
- Show respect toward all people without regard to race, religion or gender;
- Treat each individual with human dignity;
- Be committed to positive change and constant improvement;
- Exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been trained to do.

The day-to-day duty of every Navy man and woman is to work together as a team to improve the quality of our work, our people and ourselves.

Your decision to become part of a proud organization with a rich, time-honored tradition is one of the most important you will ever make. You'll be a member of a team that functions only as well as its people perform their duties and work toward common goals.



A History of Tradition

When you joined the Navy, you became part of its rich history and proud traditions. The story of how the U.S. Navy came to be and the important part it has played in our nation's history is a fascinating one.

Birth Certificate of the Navy

This prosaic language, drafted on 13 October 1775 by the Continental Congress, constitutes the Navy's "birth certificate."

Resolved, that a swift sailing vessel, to carry ten carriage guns, and a proportionable number of swivels, with eighty men, be fitted, with all possible dispatch for a cruise of three months, and that the commander be instructed to cruise eastward, for intercepting such transports as may be laden with warlike stores and other supplies for our enemies, and for such other purposes as the Congress shall direct...Resolved, that another vessel be fitted out for the same purposes...

The First U.S. Navy

The United States is a nation with a long maritime heritage. Once Americans broke their political ties with Great Britain, the Atlantic became a new frontier that offered the opportunity for expansion — and potential avenues for a foreign invader.

Father of the Navy

There are several candidates for the title "Father of the Navy," including George Washington, Continental Navy officers Esek Hopkins, John Barry and John Paul Jones, as well as civilians John Adams, Benjamin Franklin, Robert Morris, Joseph Hewes and Silas Deane. Many men in numerous locations played prominent roles in the founding of our national Navy. And so, the Navy recognizes no one individual as "Father" to the exclusion of others.

The Birth of the United States Navy

Meeting in Philadelphia, the Continental Congress adopted the original legislation out of which the Continental Navy grew. Within a few days of that vote, Congress established a Naval Committee, which directed the purchasing, outfitting, manning and operations of the first ships of the new Navy, drafted naval legislation, and prepared rules and regulations to govern the Navy's conduct and internal administration.

The Birthplace of the Navy

At least half a dozen places claim the title "birthplace of the Navy." Machias, ME, points to the seizing of the Royal Navy schooner Margarettta by a small sloop armed with woodsmen on 12 June 1775. Whitehall, NY, proudly affirms the army's fleet on Lake Champlain under Benedict Arnold as our first Navy. Beverly and Marblehead, MA, manned the small fleet of schooners employed by George Washington in 1775. Providence, RI, was the site of the first call for the establishment of a Navy.

But perhaps the best claim for birthplace of the Navy belongs to Philadelphia, PA. It was here that the Continental Congress passed the first national naval legislation, and Philadelphia was the port where the purchase and outfitting of the first four vessels of the Continental Navy took place.

The Revolutionary War

During the war, the Navy's squadrons and cruisers seized enemy supplies and carried correspondence and diplomats to Europe, returning with needed munitions. They took nearly two hundred British vessels as prizes, some off the British Isles themselves, contributing to the demoralization of the enemy.

A notable triumph during the war was the capture of the British sloop of war Drake by Captain John Paul Jones' Ranger in April, 1778. Jones gained international notoriety for his operations against the British in the North Sea and his raids against the coast of Great Britain itself!

War of 1812

Despite the powerful Royal Navy's close blockade of the American coast, a number of U.S. warships were able to slip through the blockaders to take their toll of enemy naval and merchant ships. The U.S. Navy won several courageous victories in ship-to-ship actions; the most memorable by Captain Isaac Hull in USS Constitution ("Old Ironsides") over HMS Guerriere.



USS Constitution, commissioned 21 October 1797, is one of the world's oldest commissioned warships.

Civil War 1861–1865

The Union Navy blockaded some three thousand miles of Confederate coast from Virginia to Texas in a mammoth effort to cut off supplies, destroy the

Southern economy and discourage foreign intervention. Although Confederate forces fought valiantly throughout the war, control of the sea by the Union Navy isolated the South and gave Northern military forces the added dimension of mobility which sea power provides.



Admiral David G. Farragut was the first American to be promoted to the rank of Rear Admiral in the U.S. Navy. His promotion was a reward for the successful capture of New Orleans, but he is best remembered for his aggressiveness at Mobile Bay, where he supposedly said, "Damn the torpedoes, full speed ahead."

World War I 1917–1918

After American entry, the outcome hinged upon a steady flow of troops and supplies across the ocean to the battlefields of France. A vast convoy system of merchant ships, destroyers and cruisers went into operation and dramatically reduced ship losses. Naval aircraft, flying from European bases, aided in the antisubmarine effort. Large U.S. Navy minelayers laid some 60,000 mines in the great North Sea mine barrier designed to deny German submarines access to the open sea. In the final analysis, control of the sea approaches to Europe made victory possible.



World War II — Asian-Pacific Theater 1941–1945

As the Japanese drove south to seize territory in the Philippines, Southeast Asia and Indonesia, the few United States and Allied warships available offered valiant resistance against overwhelming odds. The decisive Battle of Midway provided the turning point in the war. In the amphibious assault and defense of Guadalcanal, at sea and ashore, the advance of Japan into the South Pacific was halted. Step-by-step amphibious operations were launched from the South Pacific arena and westward through the mid-Pacific by Admiral Nimitz, and northward from the Southwest Pacific by joint forces under General MacArthur.



Admiral Nimitz was advanced to the position of Fleet Admiral in 1944. Nimitz's accomplished planning of strategy and willingness to employ bold tactics were largely responsible for the successes of the U.S. Navy in the Pacific theater during the war. He served as Chief of Naval Operations from December 1945 to December 1947, when he retired.

World War II — European Campaigns

The Battle of the Atlantic saw the life-and-death struggle against the German submarine offensive to choke off the sea passage



between the U.S. and Europe. Had the U-boats succeeded in halting the waterborne movement of men and materials, Nazi Germany would have emerged victorious.

D-Day, the most massive amphibious operation in history, was 6 June 1944. Preceded by naval bombardment, the clearing of obstacles and mines, the Allied Expeditionary Force embarked in thousands of ships and craft at British staging areas, crossed the channel and stormed ashore in Normandy, France.

Cold War with the Soviet Union 1945-1990

At the end of World War II, the Soviet Union adopted an aggressive expansionist foreign policy. Determined to extend its influence, it dropped an “iron curtain” across Eastern Europe.

During this period, the Navy enforced the United States government’s foreign policy of containing the Soviet threat. The Navy continued its traditional role as the nation’s seaborne, first line of defense in preventing an attack on the U.S. and its allies.

The Korean Conflict 1950-1953

Initially, during the Korean Conflict, the Seventh Fleet entered the Formosa Strait to secure it from potential use as an invasion route into Taiwan. Because of limited range, Air Force jets stationed in Japan could not attack targets in Korea. The bulk of this attack was carried out by carrier-based naval aircraft.



In addition to carrying out the daring amphibious landing at Inchon that nearly turned the tide of the Korean Conflict, the Navy

provided shore bombardment; carrier strikes against bridges, supply depots and transportation; close air support for ground troops; amphibious landings and evacuations and logistical support for the Army. These actions proved that the Navy’s mission had become even more valuable in the post-World War II era.

The Vietnam War 1959-1973

The U.S. Navy’s contribution to the effort to defend the Republic of Vietnam was of heroic proportions. Some two million U.S. naval personnel served their country in Southeast Asia. As expected, the Navy fulfilled its traditional role as protector and securer of the sea. Naval aviators played a key role in the massive bombing runs over the Ho Chi Minh Trail.

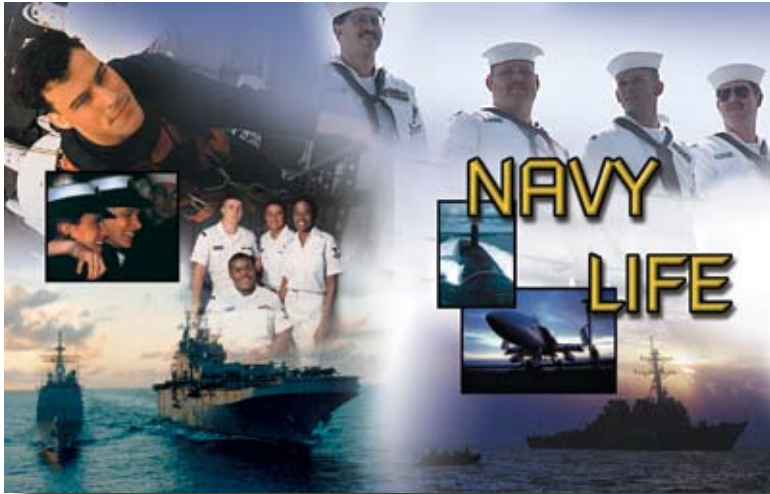


Navy personnel also played less traditional roles. SEAL (Sea, Air, Land) Teams conducted operations against Viet Cong guerrillas. Waterways throughout Vietnam used as supply lines for the Viet Cong were patrolled and interdicted. Various naval units were combined to combat infiltration from Cambodia, control vital Delta waterways and bring the fight to the enemy in his own backyard.

Persian Gulf War [Desert Shield and Desert Storm) 1990-1991

In response to the invasion of Kuwait by Iraqi ground forces on 2 August 1990, the U.S. Navy provided the largest, fastest strategic sealift in history. Over 240 ships carried more than 9.15 million tons of equipment and supplies to the forces of the Desert Shield and Desert Storm operations. More than 90% of materiel to support the campaign and the majority of medical assets in the early months were provided by the Navy.

The U.S. Navy interdicted Iraqi seaborne trade, cut enemy resupply lines and ultimately dampened the enemy’s will to fight by severely disrupting Iraq’s economic health. Thanks to the Navy’s unchallenged control of the sea lanes, the forces of Saddam Hussein were defeated a mere seven months after the invasion of Kuwait.



While you are in DEP status, you have the opportunity to advance. Provide your Recruiter with the names and phone numbers of individuals who you believe could benefit from the same opportunities that the Navy is offering you, and your Recruiter will contact these individuals. When two people you refer enlist in the Navy, you will be advanced to E-2. When four people you refer enlist in the Navy, you will be advanced to E-3.

The chart on the next page reflects the normal time-in-rate required between paygrades: As you can see, if you give your Recruiter referrals who later enlist, you can be anywhere between 9 and 18 months ahead on your advancement program.

Provide your Recruiter:

- * Names of anyone who might have mentioned joining the military;
- * Names and phone numbers of 50 people in your yearbook;
- * Names and phone numbers of five people in your favorite class at school;
- * Names and phone numbers of people who work with you;
- * Names and phone numbers of anyone on your sports team or club of which you are a member.



Some other ideas to consider:

- * Ask your parents or other relatives if they know someone your Recruiter should speak with;
- * Accompany your Recruiter to places where your friends normally hang out and introduce them to your Recruiter;


















Ranks and Insignias

Enlisted Members










Minimum time to advance

E-1	Seaman Recruit _____		
E-2	Seaman Apprentice _____		9 months
E-3	Seaman _____		9 months
E-4	Petty Officer Third Class _____		6 months
E-5	Petty Officer Second Class _____		12 months
E-6	Petty Officer First Class _____		36 months
E-7	Chief Petty Officer _____		36 months
E-8	Senior Chief Petty Officer _____		36 months
E-9	Master Chief Petty Officer _____		36 months

Commissioned Officers

0-1	Ensign			
0-2	Lieutenant Junior Grade			
0-3	Lieutenant			
0-4	Lieutenant Commander			
0-5	Commander			
0-6	Captain			
0-7	Rear Admiral (lower half)			
0-8	Rear Admiral (upper half)			
0-9	Vice Admiral			
0-10	Admiral			

Warrant Officers

W-2	Chief Warrant Officer			
W-3	Chief Warrant Officer			
W-4	Chief Warrant Officer			

Navy Leadership

Leadership is the act of accomplishing the Navy's mission through people. This quality applies to all people, even to those of you who have yet to be rated. Whether you are an Apprentice, a Chief Petty Officer, a Division Officer or a Commanding Officer, you need the ability to assume responsibility and exercise authority within the chain of command.

As you advance to higher ranks, you will be given more authority and responsibility as a leader. Now is the time to learn what leadership is all about.



Three Elements of Navy Leadership

You have most likely heard the expression, "Leaders are born, not made," or someone may have said, "That person is a born leader." There is no such thing as a born leader. Many people seem to be natural leaders, because they have strong, magnetic personalities, or they may have a natural ability to learn rapidly. They are exceptions to the rule. Three elements make an effective Navy leader:

- **Developing moral principles:** When we speak of moral principles, we think of honesty, integrity and loyalty. The key to leadership is the emphasis placed on personal moral responsibility. When you continually prove you are honest and loyal, your shipmates and subordinates will notice.
- **Setting a good personal example:** You are not automatically respected as a leader just because you have the authority. You must learn to lead, not drive. By setting a good personal example you will earn the respect and confidence of your peers and superiors.

- **Developing administrative ability:** The ability to administrate is not restricted to the maintenance of logs and records and other paperwork. Administrative ability is another term for good management practices. These include the ability to organize, manage and work well with people. Always remember that every person is an individual who wants to experience a feeling of worth and accomplishment. You should emphasize the individual's importance in getting the job done.

Key to Effective Leadership

Loyalty is the key to effective leadership. Therefore, to be an effective leader you must learn how to be a good follower. No matter how high you go in the chain of command, someone will always be above you. Even the president (as Commander-in-Chief of the Armed Forces) is responsible to the people.



Always carry out your orders promptly, to the best of your ability and as cheerfully as possible. You

must demonstrate that even when an order is disagreeable or causes personal inconvenience it must be carried out. Among the many qualities of a good follower are loyalty, initiative and dependability.

An important thing you should learn is when to praise and when to reprimand. It is human nature for people to do better work when they know their efforts are appreciated. When a person does more than is required, do not hesitate to show your approval; and, if possible, in front of the group.

On the other hand, you may have to reprimand someone. Remember that the purpose of a reprimand is to teach — not to embarrass. Therefore, reprimands should be performed in private.

Esprit De Corps

Some units in the Navy have outstanding reputations for professional ability and for always getting their jobs done. What's their secret? Sailors have esprit de corps, which means Sailors have pride in their organization and in themselves as individuals. You as a Sailor can contribute to the esprit de corps of your unit by showing pride in yourself, your shipmates, the Navy and your leaders.



Another way for you to boost morale and help promote esprit de corps is to keep your people informed. Let them know when and why things are happening. This also establishes a foundation for trust between you and your people.

Integrity

Integrity is very important in a leader. You must always be honest with your superiors, your shipmates and yourself. Never promise to do something you know you cannot or do not intend to do. Making promises you cannot or will not keep will result in a loss of respect from your shipmates. Without respect you cannot be an effective leader.

Now is the time to set yourself up for success. Start today.

Resources

We expect a lot from you in the Navy. But we don't expect you to do it alone. We have trained chaplains, psychologists and legal staff available to assist you with any problems that come up. The latest medical facilities are also available for emergencies and/or routine treatment that may be needed.



Military Drill

There are a number of basic building blocks that you should learn before reaching the Recruit Training Center. Becoming familiar with these basics will make the transition much smoother when you arrive for training.

Positions

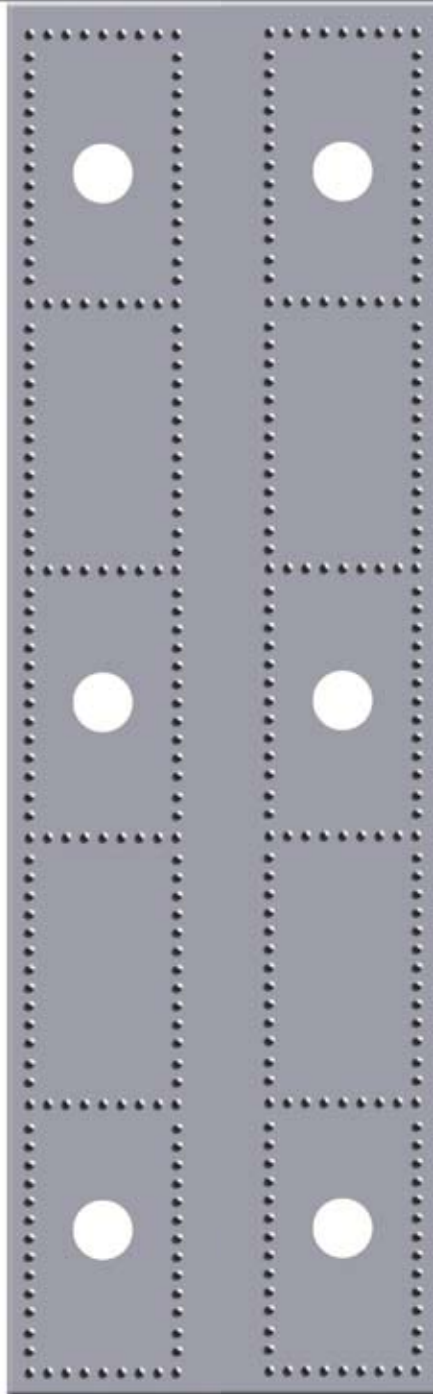
The following positions are taken only while at a halt. A single person or an entire formation may execute them.

Attention

Attention is the most basic of all military positions. When you stand at Attention you are indicating that you are alert and ready to receive instructions. When called to Attention you will bring the heel of your left foot to the heel of your right foot. At Attention, you stand straight with your heels together. Your feet will form a 45-degree angle and your head and body will be erect, hips and shoulders level, and your chest will be lifted. Your arms will hang naturally with your thumbs aligned with the seam of your trousers or skirt. Your fingers will be joined and allowed to curl naturally. Your legs, at Attention, will be straight, but do not lock your knees. Your head and eyes should be directed forward. Your mouth should be closed and your chin should be tucked in slightly.

Parade Rest

The command, Parade Rest, is only given when the formation is at attention. In a single movement, bring your left foot out to shoulder width and join your hands, right over left palms facing away from your body, at the small of your back.



At Ease

When given the command, At Ease, you may relax and move about. While at ease your right foot must remain in place. While in this position you are not allowed to talk.

Rest

When given the command, Rest, you should follow the same instructions as with At Ease, but you may talk.

Fall Out

This command is not the same as Dismissed. Fall Out means you are free to break ranks, but you must remain nearby. When given the command Fall In, return to your place in ranks and come to Attention.

Hand Salute

The military in general, and the Navy specifically, rely on many traditions. Passed on from one generation of Sailor to the next, these customs, courtesies and ceremonies help foster discipline and good military order.

Customs are usual ways of acting in a given situation.



A custom is a long established practice that carries the force of law.

Courtesies are acts, or words, that express consideration and respect for another person. When a person treats others

with courtesy and respect it is more likely that he or she will also be treated with courtesy and respect. Because of the close quarters experienced by Sailors, knowing and using proper courtesies becomes very important.

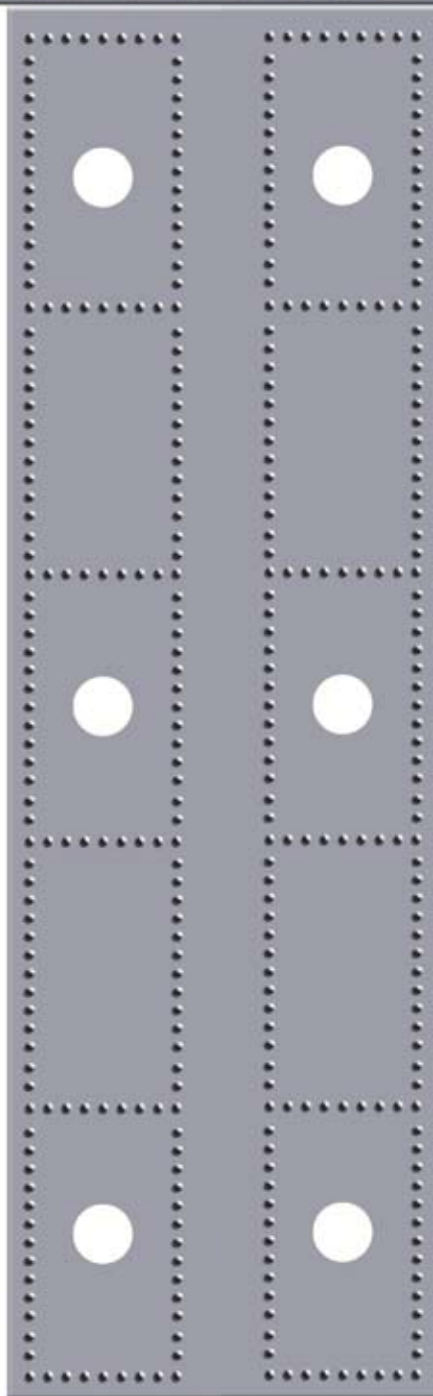
The salute is one of the required acts of military courtesy. Regulations covering the salute are deeply embedded in military tradition and custom. The salute shows respect and is a sign of comradeship. There are several types of salute, including the gun salute and rifle salute, but the most common, and possibly the most important is the hand salute.

The hand salute is a simple, dignified gesture, which is rendered to the National Anthem, the U.S. Flag, and officers. Unless you are walking the hand salute should be rendered while standing at attention. Follow these simple guidelines:

- Raise the right hand, bending your arm at the elbow, until the tip of your forefingers touches the lower part of your cover or forehead just above and to the right of your right eye.
- Fingers are extended and aligned with the thumb.
- With the elbow slightly in front of your body, your upper arm should be parallel with the deck or ground.
- The hand and wrist must be held in a straight line and the forearm should be at a 45-degree angle.
- Returning the arm to its normal position at your side completes the salute. This motion is done in one sharp, clean motion.

Facings

There are three facing movements, Left Face, Right Face and About Face. While executing a facing movement your arms should remain in the attention position.



Left Face

Left Face is a two-count movement begun on the commands Left Face. When you hear the command "Face", (a) raise your right heel and left toe slightly and turn 90-degrees to the left. Keep your left leg straight but not too stiff; (b) bring your right heel smartly alongside your left heel and stand at attention.

Right Face

Right Face is a two-count movement begun on the commands Right Face. When you hear the command Face, (a) raise your left heel and right toe slightly and turn 90-degrees to the right. Keep your right leg straight but not too stiff; (b) bring your left heel smartly alongside your right heel and stand at attention.

About Face

About Face is also a two-count movement performed on the commands About Face. When you hear the command "About", shift your weight onto your left leg. Do this without obvious movement. When you hear the command "Face", (a) place your right toe about 6 inches behind and just to the left of your left heel; (b) while on the ball of your right foot and the heel of your left foot, turn smoothly to the right until you are facing rear. Your feet will be in the Attention position when you are done if you have placed your feet in the correct positions during the movement.

Squad Alignment

The squad leader has the choice of two commands when he or she wants the squad to align themselves with each other. The first, "Dress Right, Dress" (normal interval) aligns members at arm's length while the second, "At a Close Interval, Dress Right, Dress" cuts the distance between squad members in half.

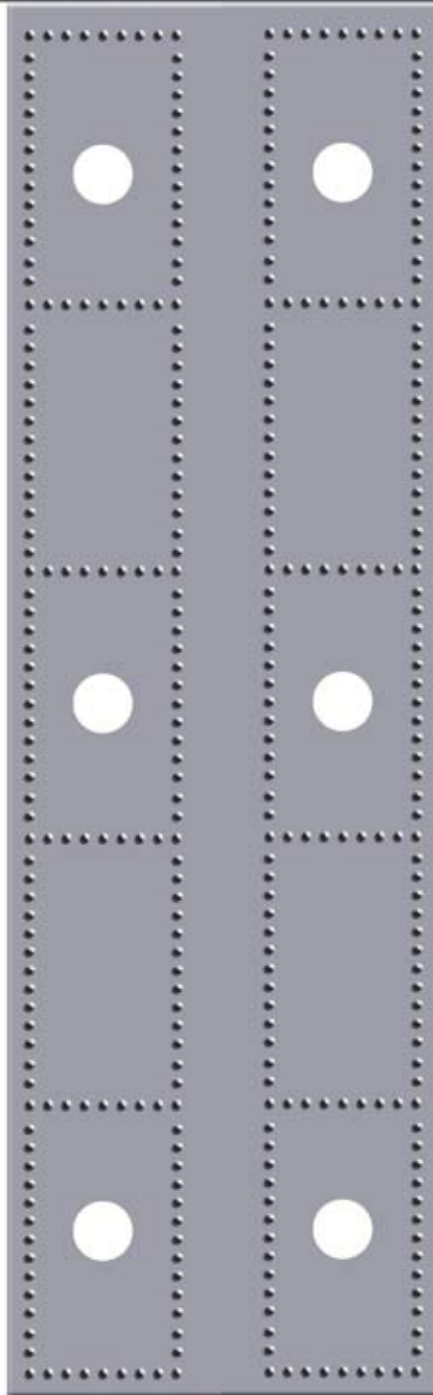
Dress Right

On the command "Dress Right, Dress" all squad members except the right flank member, turn their heads, look and align themselves to the right. At the same time, each member except the flank member lifts their arm shoulder high (normal interval) or place their left hand on their hip (close interval). The right flank member holds position (stands fast) and looks to the front. The other squad members use the right flank member as a guide and take short steps as necessary to align themselves and to achieve the proper interval. Once the alignment is complete member hold their position until the "Ready, Front" command is given. At this time, squad members snap back to the Attention position.

Uncover

Some ceremonies and inspections will require you to remove your cover. The command, "Uncover Two", is used to direct this action. When you hear the command "Uncover", raise your hand as you would during the hand salute but grab the brim of your cover instead of touching your forehead. When you hear the command, "Two", lift your hat a bit to avoid messing up your hair and then return your hand to your side in a direct manner. Do not use a sweeping gesture that is exaggerated.

On the command "Cover", grasp your hat with both hand and place it firmly on your head. Drop your left hand, leaving your right hand holding the brim of the cover until you hear the command, "Two". You may now drop your right hand to your side.



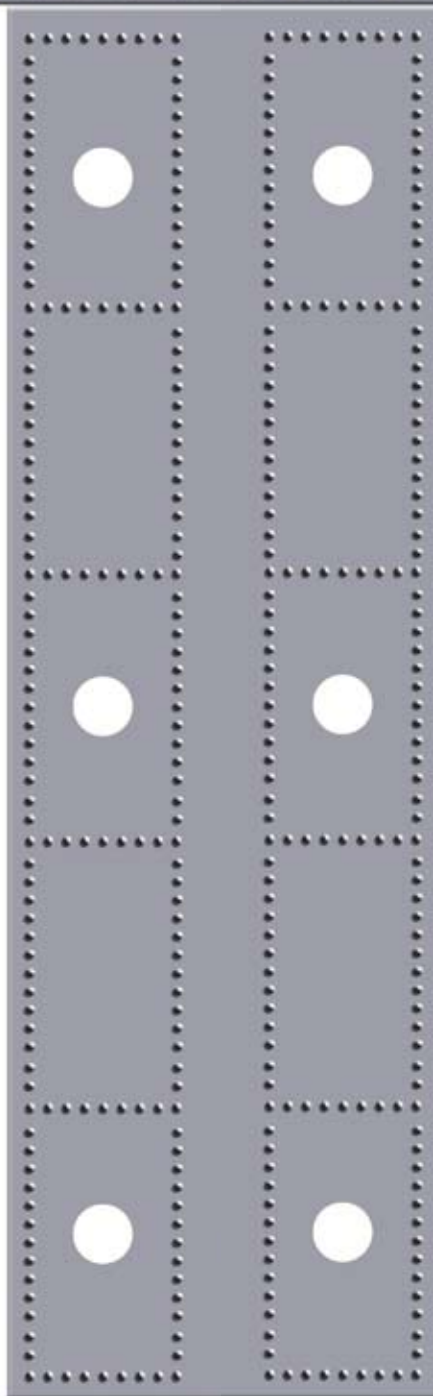
When saluting you should:

- Salute properly and smartly. Avoid saluting in a casual or perfunctory manner. A sharp salute is a mark of a sharp Sailor.
- Always use your right hand. Use your left hand only if your right hand is injured. Use your left hand to carry objects and leave your right hand free to salute.
- Accompany your salute with a cheerful greeting, e.g., "Good morning, Sir," "Good afternoon, Commander Howington," "Good evening, Chaplain Dory."
- Always salute from the position of attention. If you are walking, you need not stop, but hold yourself erect and square. If double timing, slow to a walk when saluting.
- Look directly into the officer's eyes as you salute.
- Salute all officers who are close enough to be recognized as officers. It is unnecessary to identify an officer by name. However, make sure that he/she is wearing the uniform of an officer.
- Render a verbal greeting if you are carrying something in both hands and cannot render the hand salute.
- Salute officers even if they are uncovered or their hands are occupied. Your salute will be acknowledged by a verbal greeting, like "Good morning," or "Good afternoon."

A Brand-New Language

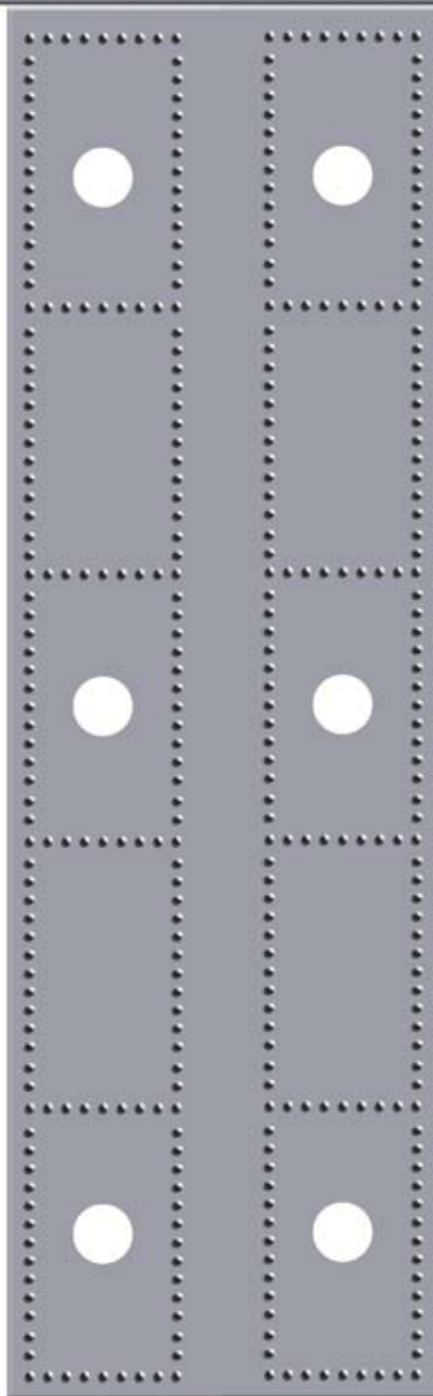
Every profession has its own jargon and the Navy is no exception. Learning the following list of Navy terms now will set you ahead once you enter recruit training.

adrift:	Loose from moorings and out of control (applied to anything lost, out of hand or left lying about)
aft-end:	Near or toward the stern of the vessel
all hands:	The entire ship's company, both officer and enlisted
allotment:	An amount of money a member has coming out of his regular pay
aye-aye:	Reply to an order or command meaning "I understand and will comply"
barracks:	Building where Sailors live
below:	Downstairs
brightwork:	Brass or shiny metal kept polished rather than painted
bunk or rack:	Bed
buoy:	An anchored float used as an aid to navigation or to mark the location of an object
carry on:	An order to resume work or duties
cast off:	To throw off; to let go; to unfurl



chain locker:	Compartment in which anchor chain is stowed
chit, chit book:	Coupon or receipt book
chow hall (mess deck):	Place to eat
colors:	Raising or lowering of a national flag, ceremonies held at 0800 and sunset for hoisting and hauling down the national ensign
deep six:	To dispose of by throwing over the side
ensign:	National flag; commissioned officer between the rank of Chief Warrant Officer and Lieutenant Junior Grade
fast:	Snugly secured
fathom:	A unit of length equal to 6 feet used for measuring the depth of water
field day:	General cleaning day, usually the day before an inspection
first lieutenant:	Officer responsible to the XO for the deck department/division aboard ship, or the command maintenance
flag officer:	Any commissioned officer in paygrade O-7 or above
galley:	Kitchen
gangway:	An opening in a bulwark or lifeline that provides access to a brow or accommodation ladder; an order meaning to clear the way

gear locker:	Storage room
geedunk:	Candy, gum or cafeteria
general quarters:	Battle stations
ground tackle:	All the equipment used in mooring or anchoring a ship
hatch:	Door
head:	Bathroom
jack box:	Access box to sound-powered phone circuitry
ladder: from	A device to allow movement of personnel one level to another; stairs
leave:	Authorized vacation
liberty:	Permission to leave the base usually for not more than 48 hours
lifeline:	Lines erected around the weatherdecks of a ship to prevent personnel from falling or being washed over the side
overhead:	Ceiling
passageway:	Hallway
quarters:	Assembling of all hands for muster, instruction and inspection
rating:	A job specialty title
reveille:	Wake up, start a new day



scullery:	Place to wash dishes
scuttlebutt:	Drinking fountain; a rumor
secure:	Lock, put away or stop work
sickbay:	Hospital or Medical clinic
swab:	Mop
taps:	Time to sleep, end of day
tattoo:	Five minutes before taps
topside:	Upstairs
turn to:	Begin work
working aloft:	Working above the highest deck; generally performing maintenance on the ship's mast



Navy Time

The Navy operates on a 24-hour day. Aboard ship you will see a clock with a 24-hour dial. Hours of the day are numbered 1-24; at noon, instead of starting again with 1, the Navy goes to 13. The hours, for example 8 a.m. or 7 p.m., are called 0800 (zero eight hundred) and 1900 (nineteen hundred) respectively. NEVER SAY "nineteen hundred hours." Hours and minutes in the Navy go like this: 10:45 a.m. is 1045 (ten forty-five), 9:30 p.m. is 2130 (twenty-one thirty).

The following is a 24-hour dial to help you learn Navy time.



Phonetic Alphabet

The Navy also uses a special language for clarity in speaking. This language is called the phonetic alphabet and it provides a concise pronunciation for each letter. You would be wise to memorize the phonetic alphabet prior to your arrival at Boot Camp.

A –Alpha	J –Juliet	S –Sierra
B –Bravo	K –Kilo	T –Tango
C –Charlie	L –Lima	U –Uniform
D –Delta	M –Mike	V –Victor
E –Echo	N –November	W –Wiskey
F –Foxtrot	O –Oscar	X –Xray
G –Golf	P –Papa	Y –Yankee
H –Hotel	Q –Quebec	Z –Zulu
I –India	R –Romeo	

Smoking Cessation

Recruit Training Center (RTC) is a smoke-free environment. You are strongly encouraged to stop smoking before shipping to Boot Camp. Quitting can be very difficult, but it is the single most important thing you can do to improve the quality and length of your life.

Tips to becoming tobacco free:

Write down your reasons for quitting in a positive way. Focus on the future. For example:

- I want to feel good about myself and improve my health.
- I want to breathe deeply and clearly.
- I want to be accepted by my friends and family.
- I want to be prepared for the physical challenges of Navy Boot Camp.

Other tips:

- Tell your friends you are quitting and why. Supportive friends can help remind you about your goals.
- Keep a diary of each time you use tobacco. Look for triggers, things that increase your desire for tobacco.
- Each time you use tobacco, ask yourself: "Do I really need this?" Let your attitude be "I can't just have one." In most cases one leads to two, three, four and then a whole pack.
- Visualize yourself moving through familiar situations tobacco free, breathe deeply and appreciate how good you feel.
- If you use a lighter, switch to using matches, then keep the matches and cigarettes in different rooms.
- If you're right handed, smoke with your left hand, or vice versa.

There are a number of methods that can help you quit: tapering, nicotine weaning, postponing and nicotine replacement. You should speak to your family doctor to decide which is the best one for you.

Drug, Alcohol and Sexual Harassment Policies

Sexual Harassment

Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- * Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's job or career;
- * Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person;
- * Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence or affect the pay, job or career of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment.

Sexual harassment violates standards of behavior required of all Department of the Navy personnel. Behavior in the work environment must remain at all times professional and conducive to maximum efficiency and proficiency. Sexual harassment is unacceptable conduct; it debilitates morale, interferes with the work productivity of an organization and can cause serious psychological stress for the recipient.

The Navy's policy is to ensure that all employees have an equal opportunity in all aspects of employment and are free from sexual

harassment in any form. It is expected that each service member fully commits to exhibit the highest professional behavior and courtesy in accomplishing our mission.

It is the responsibility of every member of the U.S. Navy to ensure that sexual harassment is prevented and that any instance of sexual harassment is dealt with swiftly, fairly and effectively.

If at anytime, while on DEP status, you feel you have been made a target of inappropriate behavior or sexual harassment, call the Office of the Inspector General for Navy Recruiting Command at **1-888-247-9321**.

Drug Policy

The Navy has a **"ZERO TOLERANCE"** policy for drug use. Drug abuse is incompatible with our core values of HONOR, COURAGE and COMMITMENT.

You will be tested upon arrival at Recruit Training Command. If you test positive, you will be immediately discharged and sent home. You must remain drug free while on DEP status and as a member of the U.S. Navy.

Alcohol Policy

If you are underage you must say **NO** to alcohol use. If you are of age and choose to drink, you must use good judgement and drink responsibly. The Navy's Right Spirit program focuses on responsible alcohol use and the deglamorization of alcohol. The Navy will expect responsibility and moderation from you at all times. Irresponsible alcohol use will not be tolerated.



Safety Aboard a Ship

Safety and vigilance are the constant companions of personnel living and working aboard a ship. A comprehensive shipboard safety program makes Navy ships among the safest afloat. Constant awareness is required at all times.

Steam and Lifelines.

Most accidents involving steam occur in engine rooms and forerooms. However, steam lines run throughout a ship; therefore, proper precautions must be observed at all times. Some practices can be applied to almost any situation regardless of the type of equipment, steam pressure or any other job-related condition.



Live steam is often invisible, and it is always dangerous. If you are not familiar with a system or have not been trained for the task at hand, do not attempt the job.

Lifelines refer to the lines erected around the edges of decks and serve as safety barriers to prevent personnel from falling or being washed over the side. Never sit, lean or stand on any lifeline. If the ship were to take a sudden roll while you were leaning against a lifeline, you

would probably fall overboard. Never remove any lifeline without permission from the proper authority. When removing a lifeline, immediately rig a temporary line. Do not hang or secure any weight to a lifeline.

Responsibilities of the OOD.

Before any work may be done aloft, permission must be obtained from the Officer of the Deck (OOD). Before granting permission, the OOD will ensure that all power on appropriate radio and radar antennas is secured and that controls associated with the antenna are tagged "SECURED" and "PERSONNEL ALOFT."

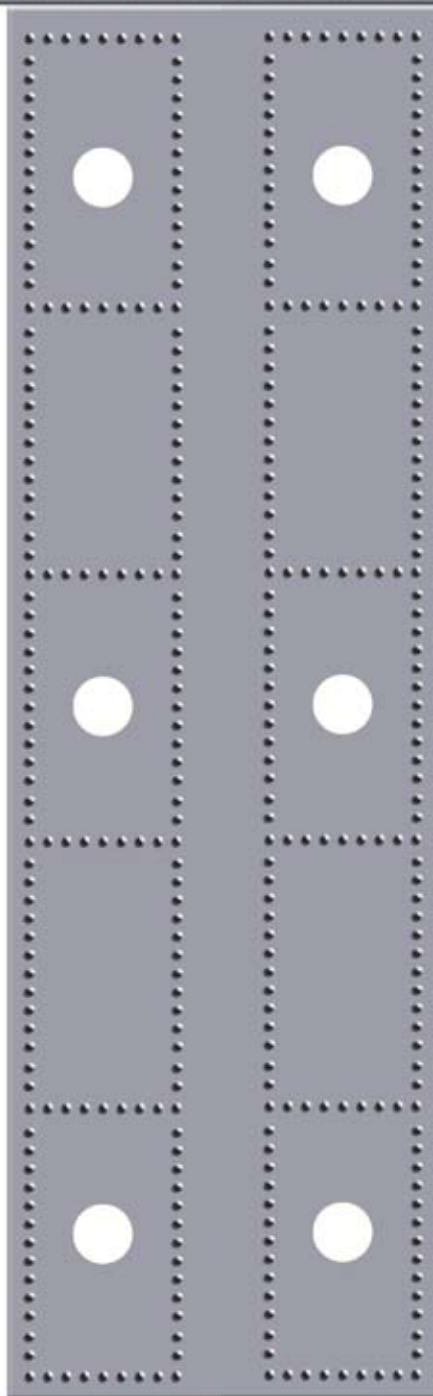
The OOD will also notify the engineering officer where the personnel will be working so the necessary precautions can be taken to prevent such operations as the lifting of boiler safety valves or the blowing of tubes. After the work has been completed, a report is made to the OOD, who in turn will notify the appropriate officers.



Safety Harness.

When you are working aloft or over the side, wear a standard Navy-approved safety harness with a safety line attached. The line should be attached and tended by someone on deck and only be long enough to permit freedom of movement. An inherently buoyant life jacket must be worn over the safety

harness. Tools and equipment must be secured to lanyards to prevent losing them overboard or falling on personnel below.



General Safety Precautions.

The precautions that follow are general safety practices. Some apply to several situations.

- * Use the right tool for the right job. Screwdrivers are not meant to be used as punches.
- * When you are issued protective gear, wear it when performing work for which the gear was designed.
- * Never overload electrical outlets.
- * Keep file drawers closed when they are not in use. Avoid making files top-heavy and be sure drawer stops are operative.
- * Do not hang extension cords where somebody can be hanged by them.
- * Keep all tools in good condition.
- * Do not watch a welder's arc if you are not wearing dark goggles.
- * Report defective equipment.
- * When you open a hatch always secure it with the equipment provided.
- * Secure all loose articles when heavy weather is expected.
- * Take heed of all warning signs like high voltage, stack gas and RF hazard.
- * Never smoke in NO SMOKING areas, when the smoking lamp is out, when painting, or when handling ammunition or flammables.
- * Follow good housekeeping practices at all times. Do not allow loose gear to accumulate where it might present a tripping hazard.
- * Learn and follow all safety precautions for the job you are doing.



First Aid

First aid is the emergency care given to sick or injured people, providing temporary assistance or treatment until medical help is available. An important aspect of first aid, besides knowing what to do for a victim, is knowing what not to do.

Objectives

Your knowledge of first aid measures and their proper application may mean the difference between life and death, between rapid recovery and long hospitalization, or between temporary disability and permanent injury.

The objectives of first aid are to save lives and prevent further injury. However, first aid is not a substitute for proper medical treatment. Everyone in the Navy must know when and how to apply first aid measures and be prepared to assist persons injured in battle, collision, fire and other accidents that may occur on land, sea or in the air.

In administering first aid you have three primary tasks:

- maintain breathing
- stop bleeding
- prevent or reduce shock



The objective of this study guide is to familiarize you with the basic first aid techniques in some emergencies (not to make you an expert in first aid). You will learn what first aid is, what it can accomplish and measures to take for the treatment of shock, bleeding, burns, and fractures; methods of resuscitation; and methods of moving injured persons.

The first step is to find the victim's injuries. When treating a victim, first consideration usually must be given to the most serious injury. The order of treatment is to restore breathing, stop bleeding and treat for shock.

Work quickly but do not rush around frantically. Do not waste time looking for ready-made materials. Do the best you can with whatever is at hand, and send for medical help as soon as possible.

General Rules of First Aid

Although each case involving injury or sickness presents its own special problems, some general rules apply to practically all situations. Become familiar with these basic rules before you go on to learn first aid treatment for specific types of injuries:

- Keep the victim lying down, motionless, head level with the body, until you have found out what type of injury has occurred and how serious it is. If the victim shows one of the following difficulties, follow the rule given for that specific problem.

- Vomiting or bleeding from the mouth and semiconscious: If the victim is in danger of sucking in blood, vomited matter or water, place the victim on his/her side or back with their head turned to one side and lower than the feet.

- Shortness of breath: If the victim has a chest injury or breathing difficulties, place him on his back with his head slightly lower than the feet.

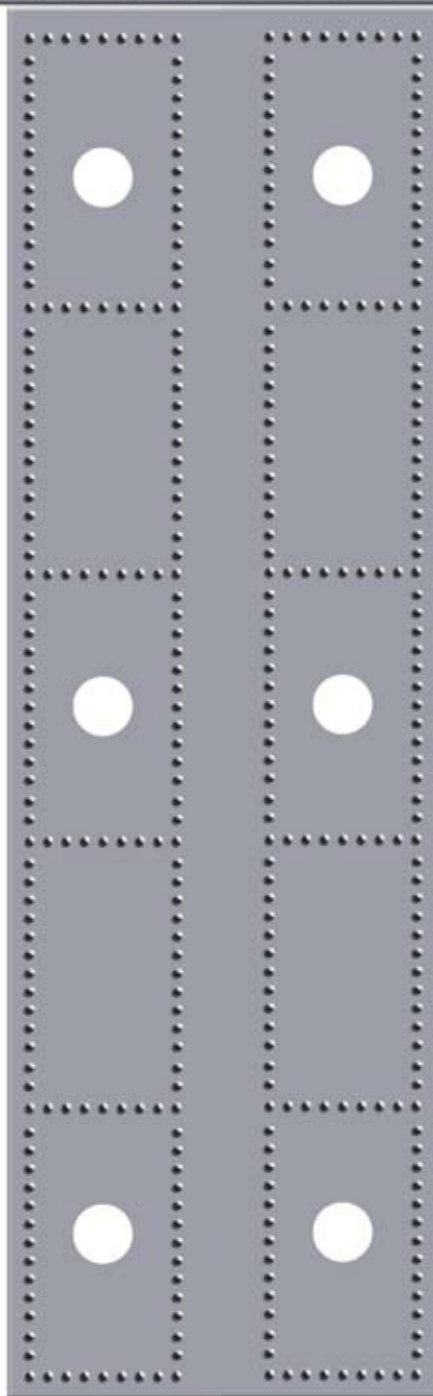


- Do not move the victim more than is absolutely necessary. To determine the extent of the victim's injuries, carefully rip or cut the clothing along the seams. If done improperly, the removal of the victim's clothing could cause great harm, especially if fractures are involved.

When clothing is removed, ensure that the victim does not get chilled. Shoes may also be cut off to avoid causing pain or increased injury.



- The victim should not see the actual injury. You should make the victim more comfortable by assuring the individual that the injuries are understood and medical attention is on the way.
- Do not touch open wounds or burns with fingers or other objects unless sterile compresses or bandages are not available and it is absolutely necessary to stop severe bleeding.
- Don't give an unconscious person any solid or liquid substance by mouth. The person may vomit and get some material into the lungs when breathing, causing choking and possibly death.
- If a bone is broken, or you suspect one is broken, do not move the victim until you have immobilized the injured part. Do not attempt to straighten the fracture. This may prove lifesaving in cases of severe bone fractures or spinal cord injuries. The jagged bone may sever nerves, blood vessels, damage tissues and induce or increase shock. Threat of fire, necessity to abandon ship or other similar situations may require that the victim be moved. The principle that further damage could be done by moving the victim should always be kept in mind and considered against other factors.
- When transporting an injured person, always see that the litter is carried feet forward no matter what the injuries are. This will enable the rear bearer to observe the victim for any respiratory obstruction or stoppage of breathing.
- Keep the injured person warm enough to maintain normal body temperature.



Very serious injuries may require heroic first aid measures on your behalf. The greater the number of injuries, the more you must exhibit better judgment and self-control to prevent yourself and well-intentioned bystanders from trying to do too much.

Artificial Ventilation

A person who has stopped breathing is not necessarily dead but is in immediate critical danger. Life is dependent upon oxygen, and death will result from a continued lack of breathing. Therefore, artificial ventilation is necessary to provide a method of air exchange until natural breathing is re-established. Artificial ventilation should be given only when natural breathing has stopped. It must not be given to any person who is still breathing.

To perform mouth-to-mouth ventilation you should:

- Clear the victim's mouth of obstructions like false teeth and other foreign matter.
- Place one hand under the victim's neck and the heel of the other hand on the forehead. Using the thumb and index finger, pinch the nostrils shut.
- Tilt the head back to open the airway.
- Take a deep breath, cover the victim's mouth with your mouth, and blow into the victim's mouth.
- Remove your mouth from the victim's to allow the victim to exhale.
- Observe the victim's chest for movement. If the victim has not started to breathe normally, start artificial ventilation with four quick ventilations in succession, allowing the lungs to partially inflate. If the victim still does not respond you must fully inflate the victim's lungs at the rate of 12 to 15 ventilations per minute (one breath every 5 seconds).

Bleeding

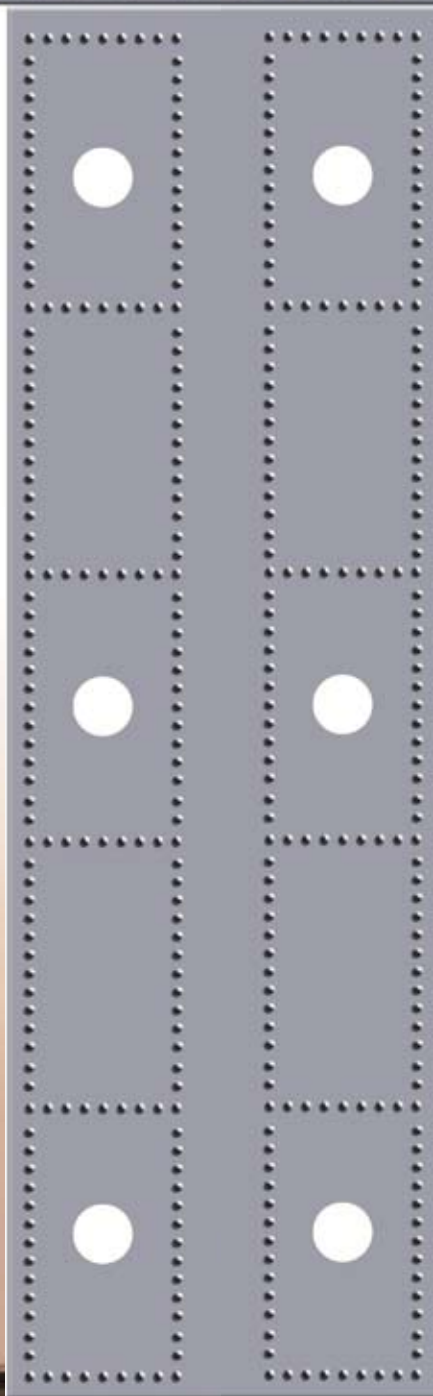
The only way to stop serious bleeding is by the application of pressure. In practically all cases bleeding can be stopped if pressure is applied directly to the wound. If direct pressure does not stop the bleeding, pressure should be applied at the appropriate pressure point.

Where bleeding is so severe that it cannot be controlled by either of these methods, pressure can be applied by a tight constricting band called a tourniquet. Tourniquets should be used only as a last resort.

The three ways of using pressure to control hemorrhaging are direct pressure, pressure points and tourniquets. A description of each follows:

Direct pressure — In almost every case, bleeding can be stopped by the application of pressure directly to the wound. Place a dressing (sterile or clean when possible) over the wound and firmly fasten it in position with a bandage. If bleeding does not stop, firmly secure another dressing over the first or apply direct pressure with your hand to the dressing. Direct pressure is the first method to use when you are trying to control hemorrhaging.

Pressure points — Bleeding from a cut artery or vein may often be controlled by applying pressure to the appropriate pressure point. A pressure point is where the main artery to the injured part lies near the skin surface and over a bone. Pressure at such a point is applied with the fingers (digital pressure) or with the hand. No first aid materials are required. The object of pressure is to compress the artery against the bone, shutting off the flow of blood from the heart to the wound.



Tourniquets — A tourniquet is a constricting band that is used to cut off the supply of blood to an injured limb. It cannot be used to control bleeding from the head, neck or body, since its use in these locations would result in greater injury or death.

A tourniquet should be used only if the control of hemorrhage by other means proves to be impossible. Never put on a tourniquet unless the hemorrhaging is so severe that it cannot be controlled in any other way. If a tourniquet is used, the victim most likely has lost a considerable amount of blood. Once a tourniquet has been applied it should be released only by medical personnel.

Cardiac Arrest

Cardiac arrest is the complete stoppage of heart function. If the victim is to live, action must be taken immediately to restore the heart function. In this situation the immediate administration of cardiopulmonary resuscitation (CPR) by a rescuer using correct procedures increases the chances of a victim's survival.

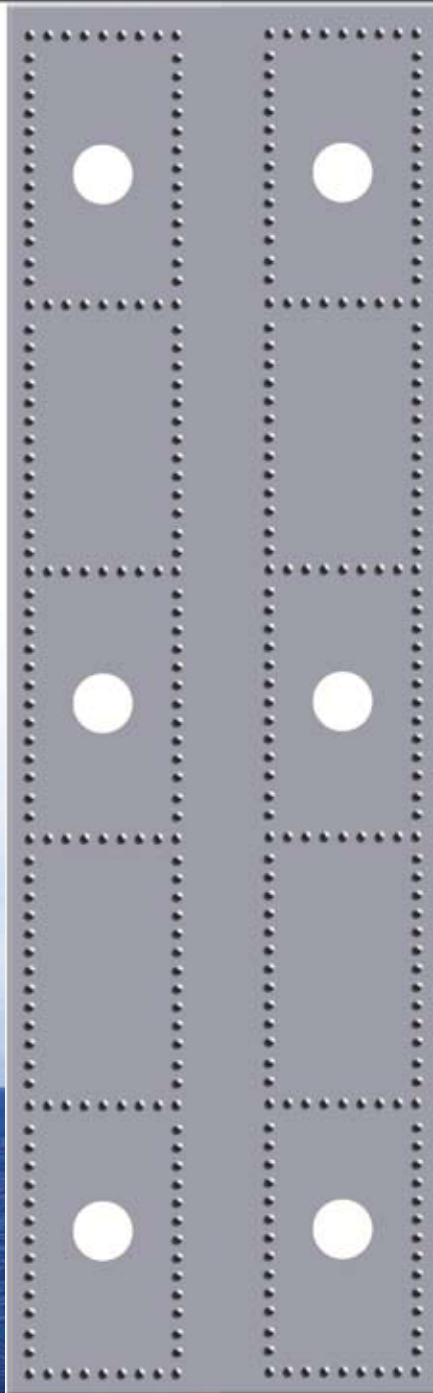
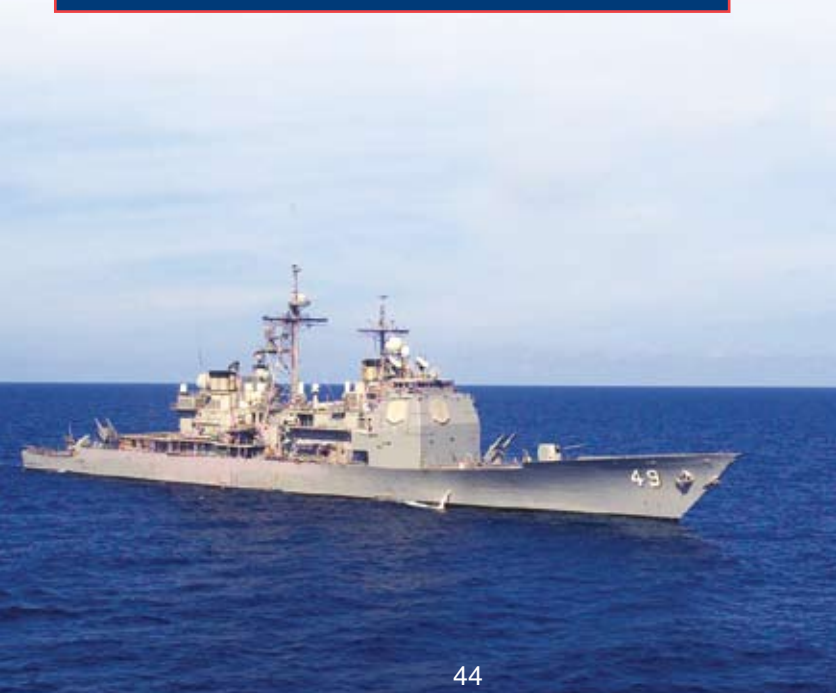
CPR involves external heart compression and artificial ventilation. The compression is done on the chest, and the lungs are ventilated either by mouth-to-mouth or mouth-to-nose techniques. To be effective, CPR must be started within four minutes of the onset of cardiac arrest. The victim must be lying on a firm surface.

CPR should not be attempted by a rescuer who has not been properly trained.

To learn CPR, consult a qualified instructor. Improperly done CPR can cause serious damage. Therefore, it is never practiced on a healthy individual for training purposes; a training aid is used instead.

Things to remember about using a tourniquet:

- Use a tourniquet only if you cannot control the bleeding by any other means.
- Do not use a tourniquet for bleeding from the head, face, neck or body; use it only on limbs.
- Always apply a tourniquet above and as close to the wound as possible.
- Be sure you draw the tourniquet tight enough to stop the bleeding but not tighter than necessary.
- Do not loosen a tourniquet after it has been applied except in an extreme emergency.
- Do not cover a tourniquet with a dressing. If it is necessary to cover the injured person in some way, make sure that all other people concerned with the case know about the tourniquet. Using a crayon, skin pencil or blood, mark a large T on the victim's forehead or on a medical tag attached to the wrist to indicate a tourniquet is in use.



Life in the Navy is going to be very different from what you are used to. Recruit training (Boot Camp) will introduce you to how the Navy works and prepare you for this new way of life.





Physical conditioning programs are strictly voluntary while in DEP.

However, to achieve the level of fitness required at Recruit Training Command (RTC), you need to prepare yourself before reporting. On the third day following your arrival at RTC, you will be required to satisfactorily pass a basic physical readiness test.

Also remember that basic training is a smoke-free environment. If you smoke now, quit now. If you don't smoke, don't start. You, your health and success in the Navy are important.

The Navy DEP Physical Training Plan assists DEP Recruits in preparing for the physical demands a prospective Sailor experiences during Navy basic training programs. This plan provides guidelines for the three primary elements of a physical fitness program: aerobic (cardiovascular), muscular strength and flexibility exercises. Research supports that participation in these activities will assist an individual in decreasing his/her chances of injury during Navy Boot Camp.

This physical fitness program overview is intended to help you prepare for success at basic training and throughout your time in the Navy. If you are already involved in a more intensive, safe and effective program, you are urged to continue.

DEP Physical Training Plan

Physical Readiness Questionnaire

1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?
2. Do you feel pain in your chest when you do physical activity?
3. In the past month, have you had chest pain when you were not doing physical activity?
4. Do you lose your balance because of dizziness or do you ever lose consciousness?
5. Do you have a bone or joint problem that could be made worse by a change in your physical activity?
6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
7. Do you know of any other reason why you should not do physical activity?

American College of Sports Medicine. (1998) ACSM's Resource Manual for Guidelines for Exercise Testing and Prescription. (3rd ed.) Williams and Wilkins

Recommended Exercise Sequence

The Recommended Exercise Sequence outlines the way to improve performance and to reduce risk of injury. This exercise sequence should be conducted between three and six days per week. If you feel any unusual pain or discomfort during your physical activity session, or if you answer "yes" to any questions listed in the Physical Readiness Questionnaire (previous page), contact your family health professional and notify your Navy Recruiter.

Warm Up: A warm up prior to exercise is recommended to prepare the muscles and heart for the workout. Participation in a three- to five-minute warm up during the first portion of your exercise session will assist you in decreasing your chances of becoming injured. Examples of warm up exercises include walking, slow jogging, or any non-vigorous, low intensity activity.

Stretching: Stretching exercises should be conducted after the warm up and cool down exercise sequence.

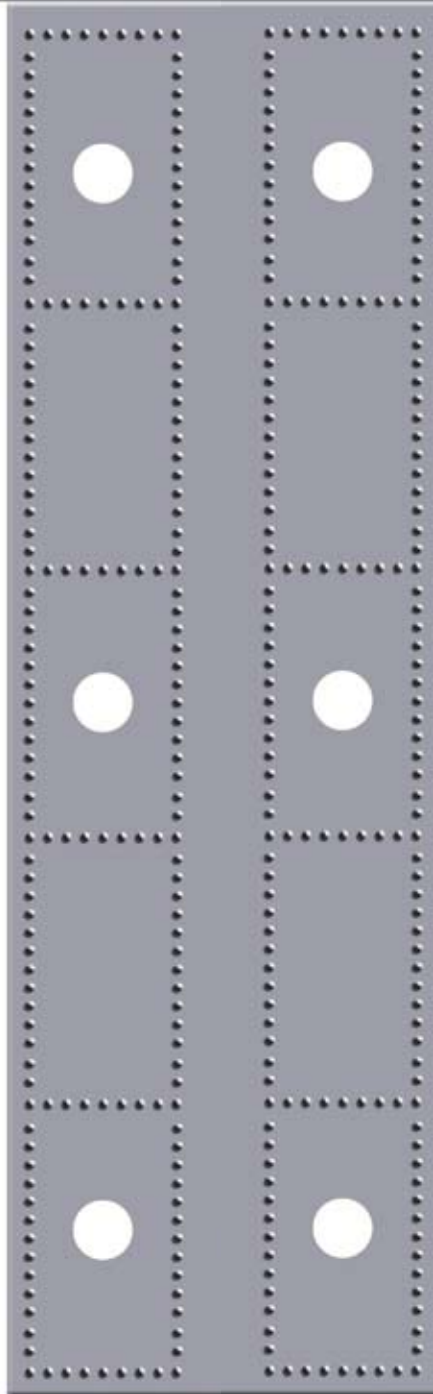
Physical Activity Session: The following sections on running, curl ups and push ups provide guidelines to prepare for the muscular and aerobic demands that you will incur during the physical conditioning component of basic training.

Cool Down: A cool down consists of three to five minutes of light to moderate tapering off activity (i.e., slow jogging, walking) after vigorous exercise. If exercise is stopped abruptly the blood is left in the area of working muscles and has no way to get back to the heart. The best way to prevent this problem is to taper off or slow down gradually after exercise.

Stretching/Injury Prevention

Stretching makes the muscles, ligaments and tendons more flexible and elastic-like. Rather than tearing or breaking when under strain, a flexible muscle is more likely to stretch and give. Flexibility prevents injuries, like back injuries and sprained ankles, and helps you perform everyday tasks with greater ease.

Stretching is joint specific — you have to target each muscle group and joint separately. The pictures (on page 51) demonstrate ten stretches to include in your daily exercise program. These stretches will improve the flexibility of your body's major muscle groups.



Flexibility Test

Although no flexibility test measures the flexibility of all joints, the sit-and-reach test serves as an important functional measure of hip and back flexibility. This is a test you will perform as part of your Physical Fitness Test while you are at Boot Camp.

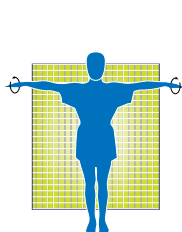
To perform the sit-and-reach test, sit with legs straight, feet together, with shoes off and toes pointed up. Reach slowly forward and attempt to touch the tips of the toes with the fingertips of both hands. Hold the reach for one second. **DO NOT BOUNCE OR LUNGE.** The sit-and-reach test should only be used for testing purposes. It should **NOT** be included in your daily exercise program due to excessive stress the stretch places on the lower back. The hamstring stretch shown in the stretching exercises is a safe and effective stretch for the hamstring muscle group.

Safe and Effective Stretching Guidelines

- Stretch at least 5 times a week (every day is better).
- Warm up 3 to 5 minutes before stretching.
- Prevent bouncing movement when stretching.
- Stretch to a point of mild tension.
- Hold each stretch for 10 to 30 seconds.
- Repeat each stretch 3 to 5 times.

After you have completed stretching and warm up exercises properly, you are ready to move on to strength and conditioning routines. Remember, recruit training (and Navy life in general) means that you will sometimes find yourself working in physically challenging situations, so it is best to be prepared.

Warm Up Exercises



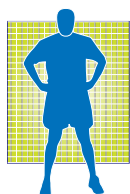
Arm Circles



Knee Lifts



Jumping Jacks



Standing Hip Flexors

Physical Fitness Overview

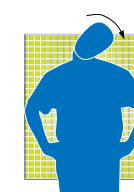
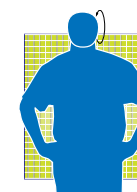
Physical fitness is an essential and critical component of readiness. Fitness is much more than the absence of disease. It is a state of being that includes strong, flexible muscles and an efficient system for getting oxygen and nutrients to the body. Physical fitness is a state of being that must be maintained. You have to specifically exercise the muscles and joints where you want improvement. It is also achievable for everyone, despite body type, family health history, and past habits. The three primary components are:

Aerobic (Cardiovascular): Activities, such as running and swimming, help the heart, lungs and blood vessels become more effective at delivering to the muscles what they need to function — oxygen and glucose.

Muscular Strength and Endurance: Activities such as push ups, curl ups, or weight training help your muscles become stronger, giving them both the raw strength and ability to work repeatedly without undue fatigue.

Flexibility: Stretching exercises are necessary to prevent injury to the muscles and joints and to allow the muscles to work efficiently through a full range of motion.

Stretches



Neck Stretches



Standing Calf Stretch



Seated Twist Butterfly



Overhead Side Bends



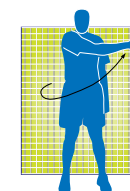
Chest, Shoulder & Biceps



Supine Hamstring Stretch

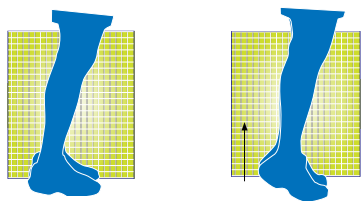


Round Shoulder Reach

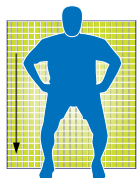


Spinal Twist

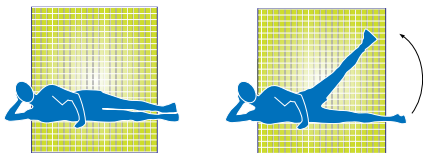




Heel Raises



Squats



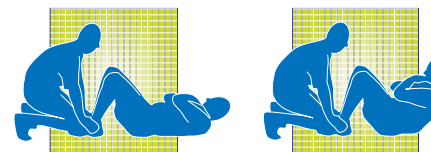
Thigh Lifts



Front Leg Lunges

Abdominal curl ups are an indicator of abdominal muscle group endurance, which has been identified as an important predictor in lower back injury. This exercise, along with running and push ups, will be tested many times throughout your career in the Navy.

To Prepare: If you have not been performing curl ups prior to this program, it is recommended that you allow yourself a week of gradual increase in intensity. For the first three sessions, do three sets of curl ups, stopping at the first sign of abdominal fatigue, allowing two minutes of rest between each set. After one week (three sessions) of abdominal acclimation, you should do as many curl ups as you can in two minutes. Rest for two minutes, do another set of as many as you can. Rest again for two minutes and then do a third set of as many as you can in two minutes. These three sets of maximum effort sit ups should be done three times a week.



Safe and Effective Abdominal Curl Ups.
Abdominal curl ups are an important component of your DEP training program. Curl ups are the best exercise for strengthening the abdominal muscles. Curl ups must be done with the knees flexed to 90 degrees to eliminate the curve in the lower back. The abdominal muscles should be contracted. The head should be lifted off the floor, and the trunk should curl into the sit up position. Alteration of this technique may cause additional strain to the lower back. It is necessary only to do a partial curl up to provide maximal benefit to the abdominal muscles. A full sit up may place additional stress on the lower back. Your shoulders should come above the ground only 30 degrees.

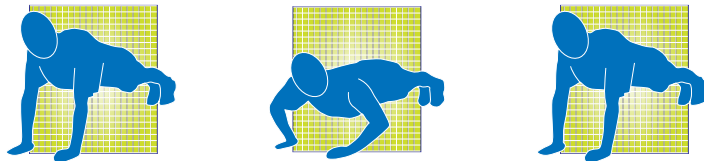
Curl Ups During Basic Training and Physical Readiness Testing: During the basic training physical testing and during the Navy's semi-annual Physical Readiness Testing, curl ups will be performed similarly, but your arms will be folded across the chest, and your feet will be held to the floor by a partner. You will curl up touching elbows to thighs and will then lie back touching shoulder blades to the deck.

Push ups are a measure of your upper-body strength (chest, shoulders, and triceps). Always use correct form to prevent injury and to improve physical performance.

1. Start in the rest (the up) position. Assume the front leaning positioning with hands approximately shoulder width apart and feet together. The arms, back, buttocks and legs must be straight from head to heels and must remain so throughout the push up. Shoes must be worn.
2. Begin the push up by bending the elbow and lowering the entire body until the top of the upper arms, shoulders, and lower back are aligned and parallel to the deck.
3. Return to the starting (the up) position by extending the elbows until the arms are straight.

To Prepare: If you have not been doing push ups prior to this program, it is recommended that you allow yourself a week of

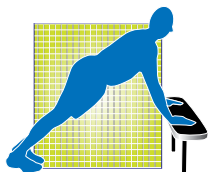
gradually increased intensity. For the first three sessions you should do four sets of push ups, each two minutes apart, stopping at the first sign of arm or shoulder fatigue. After a week (three sessions) you should do a regimen of six sets.



The first two sets should be to perform as many push ups as you can in 30 seconds. Then two sets of as many as you can for 20 seconds followed by two sets of maximum effort in 15 seconds. Remember to warm up and stretch prior to any physical training, and always use proper form. Approximately every two weeks attempt a single maximum set for two minutes and record your progress.

Do not get in the habit of doing push ups while resting on your knees. Doing so will not allow the development of the muscles necessary to stabilize the trunk while performing push ups.

If you are unable to do 10 push ups without stopping to rest, begin your training by doing push ups on an incline. For example, do push ups against a sturdy chair or table.



Running

The one physical fitness component that stands out in virtually all studies for the prevention of injuries is aerobic fitness. Studies show that being aerobically conditioned prior to entering Boot Camp will greatly decrease your chances of being injured. The lower the initial level of fitness when starting Boot Camp, the greater the risk of experiencing an injury.

Running Program: Running will be one of the more strenuous tasks you will perform during basic training programs. The following regimen should help you best prepare for the rigorous demands of Boot Camp.

Use the program as follows: Locate the Basic Training DEP Running Chart (next page). If you have at least 11 weeks before reporting to Boot Camp, it is best to start at Week 1 unless you already run three times per week, for a duration of at least 20 minutes. Starting at Week 1 and gradually progressing to Week 11 will allow your body to adapt normally to these new demands and minimize the potential for injury. You may not feel overly stressed during the early stages of this program, but your body is adapting. Progressing too fast at the onset increases your risk of injury. Your muscles and bones need to adapt to the physical demands of running and walking by the time you arrive at Boot Camp, so you are strongly encouraged to build your body up using the running guide prior to arrival.

If you are used to running at least 20 minutes three times per week now, continuing to do so will prepare you for entering Boot Camp. Do not assume that biking or swimming equates to running. While your aerobic fitness from these activities may be good, your bones and muscles will not be used to the demands placed on them from running.



Basic Training DEP Running Chart

Stage/Week	Activity	Time (minutes)	Frequency Times per week
1	Walk at a brisk pace	20	4
2	Walk at a brisk pace	30	4
3	Run 2 minutes then walk 3 minutes Repeat 4 times	20	3
4	Run 3 minutes then walk 3 minutes Repeat 4 times	24	3
5	Run 4 minutes then walk 1 minute Repeat 4 times	20	3
6	Run 7 minutes then walk 3 minutes Repeat 2 times	20	3
7	Run 7 minutes then walk 3 minutes Repeat 3 times	30	3
8	Run 10 minutes then walk 3 minutes Repeat 2 times	26	3
9	Run 15 minutes then walk 3 minutes then run an additional 10 minutes	28	3
10	Run 20 minutes	20	3
11	Run 30 minutes	30	3

Remember, push ups and curl ups should still be practiced at least three times per week. Attempt to increase the maximum number of push ups and curl ups you can do at every attempt. Your goal is to perform 67 push ups in two minutes and 100 curl ups in two minutes.



Recruit Physical Fitness Test (PFT)

Within two weeks of your arrival at RTC, you will have to pass your first PFT. The test consists of a warm-up and a 1.5 mile run only. You will have to complete a PFT consisting of push-ups, curl-ups, and a timed 1.5 mile run prior to graduation from Boot Camp. The number of required push-ups, curl-ups, and the time to successfully complete the 1.5 mile run is determined by your age.

Recruit Swim Qualification

Within two weeks of your arrival at RTC, you will have to pass the test for Swimmer, Third Class, which is the official Navy standard basic swimming test. Your test will be conducted in a monitored, controlled environment.

To obtain this certification, the following must be accomplished:

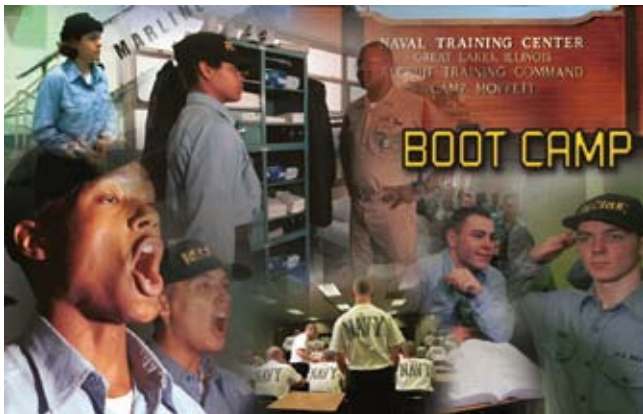
- Enter water feet first from a 10-ft platform and remain afloat for five minutes.
- During in-water time, swim 50 yards using any stroke or combination of strokes.

Boot Camp

Recruit training (or "Boot Camp") is not easy. The first three weeks are especially tough. You will be faced with obstacles to overcome and standards to meet. A positive attitude will make the entire experience more pleasant and ensure your success.

Recruits must satisfactorily complete all phases of training. If you do not meet acceptable academic, physical or medical standards, or your attitude is poor, you could be set back in your training. If this should happen, you may be given a second opportunity to meet the standards. You may be transferred to a junior division that allows you to take the training over as a refresher and to concentrate on a particular weakness. You may also be assigned to intensive training in fitness, discipline, learning skills, teamwork or motivation. This may cause a readjustment of your graduation date by one to several weeks. If you fail to make sufficient progress or have extreme problems, you may be discharged and returned to civilian life.

Once at Boot Camp you will have no problem proceeding in your training on schedule if you keep up with daily classes, take good notes, budget your time wisely and take advantage of study time. To



give yourself the best possible chance of succeeding, make sure you have worked closely with your Recruiter throughout your time in the Navy DEP.

Receipt Days and P-Days

When you arrive at RTC, you will begin processing by turning in your orders and making a phone call home. Following your phone call home, you will be required to provide a urine sample for drug testing. You'll later receive complete medical and dental examinations (women will receive a pregnancy test), and any necessary dental work will be scheduled.

Your first day at RTC is called Receipt Day. This is when you will begin your orientation, learn the basic routine and go through preliminary processing. At this time you will be issued the following items: a ditty bag, combination lock, note book, writing materials, towels and wash cloths, dental hygiene kit and shoe polishing gear. The cost of these items will be deducted from your first paycheck.

Your first few days at RTC are called P-Days (processing days). The amount of time you spend in P-Days can vary anywhere from three to 10 days. Processing days do not count toward your training time at RTC. The countdown to graduation does not begin until the first day of training which is called the One-One (1-1) Day. This

stands for the first day of the first week of training. The Two-Four (2-4) day would be the second week, fourth day of training, etc. During in-processing, you'll also be asked if all the information you've provided to recruiting personnel is completely honest and open. Known as "The Moment of Truth," this will be your final opportunity to disclose any information that could affect your qualifications for enlistment.

Daily Routine

Each 24-hour day has a set routine at recruit training. Classes involve academic instruction, training and administrative activities. Variations in routine may occur depending on the daily routine. The following is a sample of the daily routine you will follow during your initial few days, "P-days:"

P-1 Day Alpha Schedule		
0300-0350	barracks	reveille/morning routine
0350-0400	transit	
0400-0500	1523	blood work/DNA
0500-0520	transit	
0520-0620	928	breakfast
0620-0640	transit	
0640-1100	barracks	uniforms and grooming (RDC LECTURE); standards of conduct (RDC LECTURE); RDC time
1100-1200	1128	Noon meal
1200-1220	transit	
1220-1430	chapel	human values
1430-1640	various	RDC time
(1530)	1017	special physicals (chest x-rays)
1640-1740	1128	evening meal
1740-1800	transit	
1800-1955	barracks	evening routine
1955-2000	barracks	tattoo/evening prayers/taps



Information You Will Need to Know Prior to Your Arrival at Boot Camp

Before you report to recruit training, your relatives need to know that in the event of an emergency — a serious illness or death in your immediate family — they should contact the American Red Cross and provide them with your name, rate, Social Security number and military address. Your address at Recruit Training Command (RTC) will be:

Name (Rank/Rate, Last, First, Middle Initial)
Division (Number), Ship (Number)
Recruit Training Command
3301 Indiana St.
Great Lakes, IL 60088-3127

Within an hour of reporting to RTC, you will be able to telephone your parents or next of kin to notify them of your safe arrival. Soon after you arrive, RTC will send an informational letter to your parents or next of kin that includes your new mailing address.

Recruits may be authorized two additional phone calls, at times determined by their Recruit Division Commander (RDC). Phone calls cannot be received by recruits due to the large population of recruits in training and the tight schedule. Calls may also be allowed as earned privileges or in cases of emergency.

For additional information regarding RTC, visit our web site at www.ntcgl.navy.mil/rtc.htm



Things You Need to Know About Boot Camp

The RTC Chain of Command

The Chain of Command is used to maintain good communications within the Navy, and you will use it in everything you do. Your Chain of Command in recruit training is as follows:

- Recruit Division Commander (RDC)
- Ship's Leading Chief Petty Officer (SLCPO)
- Ship's Officer (SO)
- Fleet Commander
- Director of Military Training
- Command Master Chief, Recruit Training Command (CMC, RTC)
- Executive Officer, Recruit Training Command (XO, RTC)
- Commanding Officer, Recruit Training Command (CO, RTC)
- Command Master Chief, Naval Training Center (CMC, NTC)
- Commander, Naval Training Center (CNTC)
- Force Master Chief
- Chief of Naval Education and Training (CNET)
- Master Chief Petty Officer of the Navy (MCPON)
- Chief of Naval Operations (CNO)
- Secretary of the Navy (SECNAV)
- Secretary of Defense (SECDEF)
- Vice President of the United States
- President of the United States

In every organization, whether at home with your family or aboard ship, someone has to do the housework. At Recruit Training Command (RTC) that work is called Service Week. This includes food service duties in the enlisted dining facility, various administrative tasks, deck swabbing, facility maintenance (lawn care, snow removal, etc.), and other necessary jobs to ensure good living conditions for all hands.

In recruit training, your division will compete for a series of weekly awards for athletic skills, scholastic achievement, military

drill, personnel inspections and overall excellence. Flags are awarded to the winning divisions. These flags are carried in dress parades and reviews. The division "guidon" (flag-bearer) carries the division number.

Honor recruits are those recruits whose superior performance through recruit training is recognized by their Recruit Division Commanders. They can receive special awards and/or meritorious advancement.

Pay Day

Everyone in the Navy is paid twice a month by direct deposit to the financial institution of their choice. In order for this to occur, you will need to take an already completed Direct-Deposit Sign-up Form, Standard Form 1199A to RTC. Most banks have copies of these forms. The financial institution will need to fill in section 3 of the 1199A prior to your departure for RTC. Ensure you take your checkbook and ATM card for your account to RTC.



What to Bring to Boot Camp:

Because storage space is extremely limited at RTC, recruits should limit the amount of personal effects brought with them. Luggage must be kept to a maximum of one small gym/travel bag.

In addition to the clothing worn on the trip, recruits should also bring:

- One pair of prescription glasses, reading glasses or a contact lens kit with enough solution for the first week
- Money (optional, maximum of \$25)
- Completed Direct-Deposit Sign-Up Standard Form 1199A (required for proper pay establishment)
- Checkbook and ATM card (required for proper pay establishment)
- Marriage certificate
- Divorce decree
- Copies of dependents' birth certificates (e.g., children, spouse, etc.)
- Small Bible, Koran, or equivalent religious literature
- Pre-paid phone card (optional)

Female recruits may also bring:

- One white sports bras and two white cotton full cup bras
- Eight white cotton briefs
- Sanitary items as required
- Birth control pills, if prescribed
- One conservative, solid color (blue or black) one-piece swimsuit
- Basic make-up is allowed; however, due to time constraints and lack of personal storage space, recruits are not permitted to wear makeup until their pass-in-review weekend. No glass items (including mirrors) are permitted

Items authorized to be retained by recruits:

The items below will be retained in the originally purchased containers, "if adequate locker space is available."

- Social Security card
- Toothpaste (in tubes only)/toothbrush
- Two personal-size bars of soap
- Non-scented stick deodorant (three ounces or less)
- Shaving cream (11 ounces or less)
- Disposable or cartridge razor only
- Wristwatch
- Wedding band
- Religious medallion
- Writing material, except for bottled ink
- Pocket Bible, Koran, or equivalent religious literature
- Small address book
- Shampoo and conditioner (eight ounces or less)
- Hairbrush, combs
- Feminine sanitary items
- Scalp treatment (eight ounces or less)
- Birth control/contraceptives
- Conservative make-up, one each: face powder, blush, lipstick, eyeshadow, mascara (females only)
- Barrettes that match hair color (females only)
- Sunscreen (eight ounces or less)
- Unscented hand lotion (eight ounces or less)

All electrical items will be sent home, including the following:

- Radios, tape players, CD players, CDs, cassettes and headphones
- Electric razors, Beard trimmers
- Hair dryers, Curling irons
- Pagers, Cell phones
- Cameras
- Game Boy
- Palm Pilots, Electronic organizers
- All miscellaneous items deemed not required for training



A Note About Prescription Drugs

Recruits may bring prescription drugs with identifying prescription labels. At a designated time, they must be sent to the dispensary for medical evaluation. Recruits on birth control pills and/or contraceptives will retain their prescription and will be seen during GYN screening.

All non-prescription drugs and medications will be confiscated and disposed of. These would include, but not be limited to, the following:

- Mouthwash
- Phisoderm, Phisohex and other similar products
- Foot powders
- Rubbing alcohol
- Motion sickness medication
- Commercial sleeping aids
- Decongestants
- Acne medication
- Antihistamines
- Analgesics
- Eyewash
- Sex-related materials, excluding diaphragms and condoms
- Liquid body wash

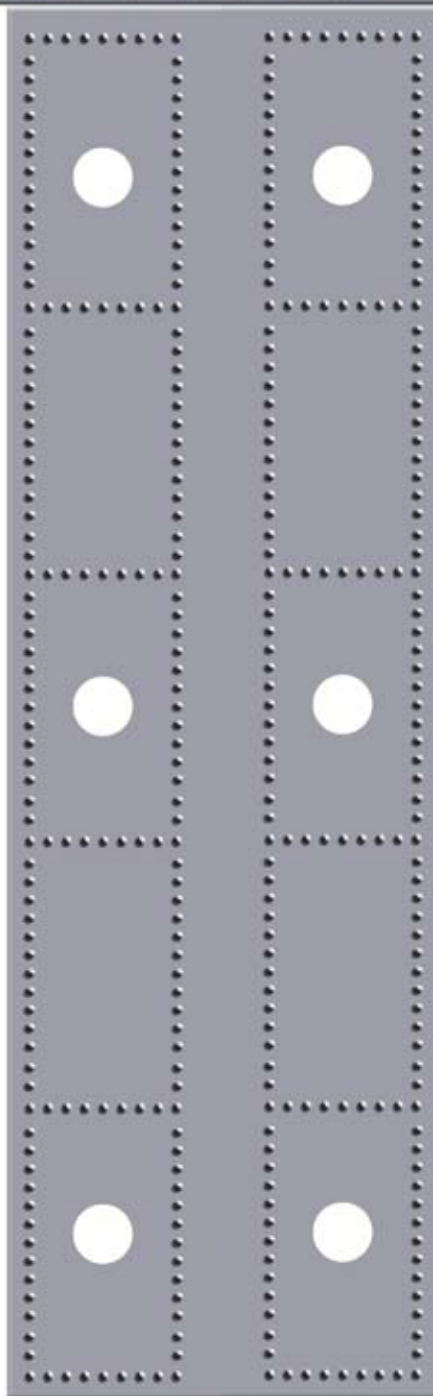
Disposition of Personal Effects

The following items are not authorized at RTC and/or cannot be shipped via U.S. mail. These items will be confiscated and donated to a charitable organization:

- Large cans of shaving cream (11 ounces or larger)
- All aerosol containers
- Aftershave, cologne, perfume
- Hair care products containing grease
- Shampoo, conditioners, scalp treatments (larger than eight ounces or containing grease)
- Lighter fluid
- Matches
- Non-Navy books and magazines
- Baby oil
- Cards, dice, gambling paraphernalia
- Large and bulky stationery
- Q-tips, handi-wipes, body powder
- Large plastic picks, rakes, etc., or any made of metal
- Anything in glass containers including mirrors
- Double-edge razor blades
- Cigarettes, cigars, pipes, tobacco, chewing tobacco
- Large deodorants (larger than three ounces)

The following is a list of some of the items that will be confiscated and turned over to Security for disposition:

- Firearms, ammunition
- Fireworks
- Clubs, batons
- Brass knuckles
- All straight razors, knives with blades over three inches (knives with blades less than three inches in length, ice picks and scissors will be sent home)
- Narcotic drugs and any paraphernalia for drug usage, like roach clips, hash pipes, hypodermic needles



The Eleven General Orders of a Sentry

You will be required to quote any one, or all, of the Eleven General Orders of a Sentry from memory anytime, anywhere and to anyone by the fifth day of the first week of training. It is imperative that you learn the Eleven General Orders of a Sentry while you are in DEP status, prior to your departure for recruit training.

- 1) To take charge of this post and all government property in view.
- 2) To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
- 3) To report all violations of orders I am instructed to enforce.
- 4) To repeat all calls from posts more distant from the guardhouse than my own.
- 5) To quit my post only when properly relieved.
- 6) To receive, obey and pass on to the sentry who relieves me all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch.
- 7) To talk to no one except in the line of duty.
- 8) To give the alarm in case of fire or disorder.
- 9) To call the Officer of the Deck in any case not covered by instructions.
- 10) To salute all officers and all colors and standards not cased.
- 11) To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.



Earn your advancement
when you complete this DEP Guide!



PQS Qualification Sheet • DEP Module

Name of DEP Member	Start Date	Due Date
PQS Standard	Recommended Sequence	Qualifier Initials and Date
1. DEP Responsibility	1	_____
2. Physical Readiness Program	2	_____
3. Navy Core Values	3	_____
4. Chain of Command	4	_____
5. Navy Advancement System	5	_____
6. Rank and Recognition	6	_____
7. Military Drill	7	_____
8. Customs and Courtesies	8	_____
9. Languages, Navy Time and Alphabet	9	_____
10. Final Qualifications	10	_____

Maximum Qualification Time: 6 months Minimum standards per Month: 2

Recommended for DEP PQS Qualification Board

I, _____, certify that _____
(RinC) (DEP's Rate/Name)
is fully prepared for final qualification by a DEP PQS board.

Qualification Board

I, _____, certify that _____
(Zone Supervisor) (DEP's Rate/Name)
is qualified under the provisions of the DEP PQS program and is fully prepared for recruit training.

1. DEP Responsibility
- Memorize the Eleven General Orders of a Sentry.
 - Be able to recite in random order.
 - Explain the program in which you enlisted.
 - Explain proper conduct while in DEP.
 - Conduct a DEP meeting training lecture.
 - Explain the DEP Referral Program.
 - Provide one referral (at least) to your Recruiter.

Qualifier
Signature and Date

2. Physical Readiness Program
- Define physical fitness.
 - Identify the three primary elements of a physical fitness program.
 - Explain what each primary element of a physical fitness program is.
 - Identify the recommended exercise sequence designed to improve performance and reduce risk of injury.

PRT result	Performance	Category	
PRT Sit Reach			
PRT Curl Ups			
PRT Push Ups			
Run/Walk			

3. Core Values
- For each of the following statements identify which of the Navy Core Values it reflects:
- Be honest and truthful in our dealings with each other, and with those outside the Navy.
 - Demand respect up and down the chain of command.
 - Fulfill or exceed our legal and ethical responsibilities in our public and personal lives 24 hours a day.
 - Make decisions in the best interest of the Navy and the nation without regard to personal consequences.
 - Be loyal to our nation by ensuring the resources entrusted to us are used in an honest, careful and efficient way.

- Show respect to all people without regard to race, religion or gender.
- Conduct ourselves in the highest ethical manner in all relationships with seniors, peers and subordinates.
- Meet these challenges while adhering to a higher standard of personal conduct and decency.
- Care for the safety, professional, personal and spiritual well-being of our people.

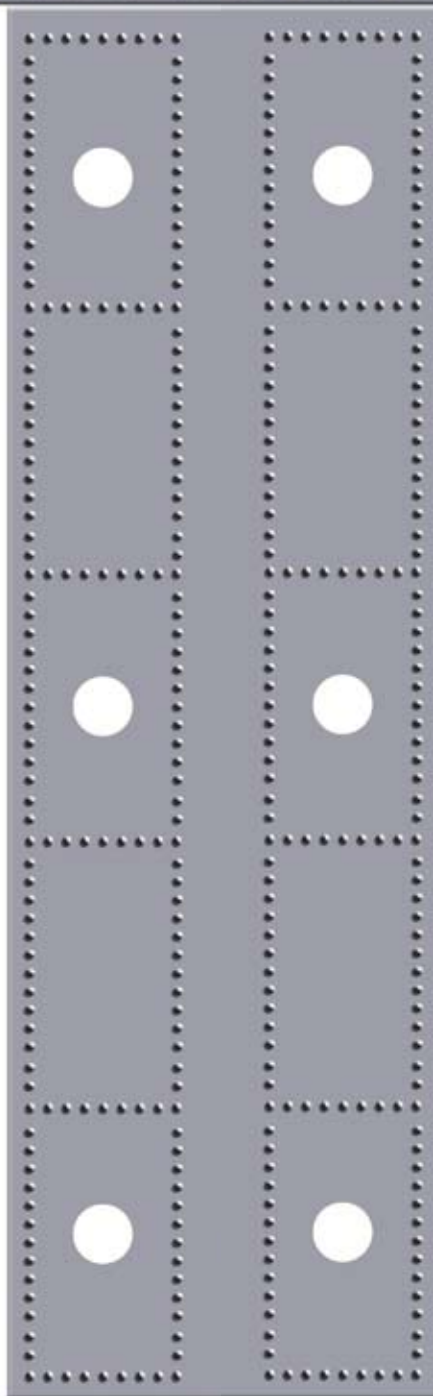
Qualifier
Signature and Date

4. DEP Chain of Command
- Name the person next in the chain of command after yourself:
 - Who does the Assistant Recruit Chief Petty Officer report to?
 - Name the persons directly above and below the Division Yeoman in the DEP chain of command.

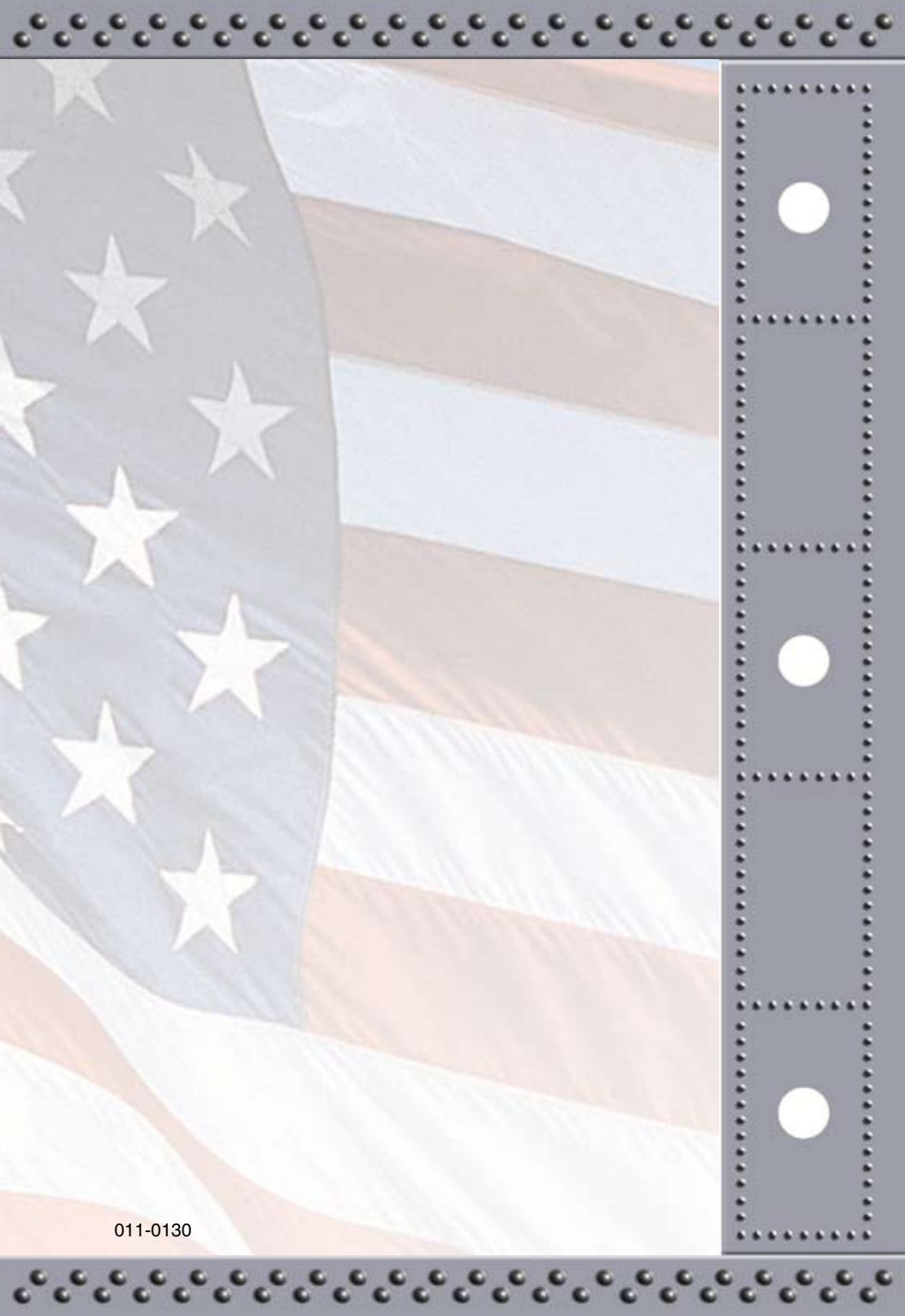
5. Navy Advancement System
- Explain the path of advancement for:
 - E-1 to E-3 (designated and non-designated strikers)
 - E-4 to E-6
 - E-7 to E-9
 - Explain qualifications for advancement.
 - Explain the requirements for advancement.
 - Explain the selection process for advancement.
 - Explain how to prepare for advancement.
 - Explain the enlisted performance evaluation system.

6. Rank and Recognition
- Name and identify enlisted ranks from E-1 through E-9.
 - Name and identify warrant officer ranks from W-1 through W-4 and commissioned officer ranks from O-1 through O-10.
 - Demonstrate the ability to recognize rank and rate insignias for both officer and enlisted.
 - Name and identify different warfare devices.
 - State purpose of identification cards and recognize the information contained on an armed forces identification card/tag.

	Qualifier Signature and Date
7. Military Drill	
Demonstrate the ability to:	
a. Hand salute	_____
b. Stand at attention	_____
c. Stand at parade rest	_____
d. Execute a left face	_____
e. Execute a right face	_____
f. Execute an about face	_____
g. Execute dress right dress at normal and close intervals	_____
h. Properly uncover	_____
8. Customs and Courtesies	
a. Describe when, where and whom to salute.	_____
b. Describe procedures for arriving and departing a quarterdeck.	_____
c. Describe the procedures followed during morning and evening colors.	_____
d. Identify the two main objectives of the Department of the Navy.	_____
e. Identify the duties of the Commanding Officer, Executive Officer, Department Head, Division Officer, Division Leading Chief Petty Officer, and Division Leading Petty Officer.	_____



	Qualifier Signature and Date
9. Language, Navy Time and Alphabet	
Define and use the following:	
a. Adrift:	_____
b. Barracks:	_____
c. Carry on:	_____
d. First Lieutenant:	_____
e. General Quarters:	_____
f. Working Aloft:	_____
Convert the following times to Navy time:	
g. 3:30 p.m.	_____
h. 6:00 a.m.	_____
i. Midnight	_____
j. Recite the phonetic alphabet:	_____
k. Use the phonetic alphabet to spell your name:	_____
10. Final Qualifications	
Successfully completed DEP PQS module	_____



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